

**HEALTH INSURANCE PREMIUM PAYMENT (HIPP) PROGRAM**  
**Documentation Requirement for Retirees**

Documentation of continued health insurance premium payment is due no later than the 5<sup>th</sup> of the quarterly due date, for those paying their health insurance premiums on a monthly basis. If you have health insurance, but do not receive or have access to obtaining a monthly statement showing the premium deduction, the following instructions are provided to meet the HIPP program requirements.

**Federal Retirees**

Federal retirees that have internet access may view and print their retirement or annuity statements anytime by visiting the Office of Personnel Management (OPM) Retirement Services online at: [https://www.servicesonline.opm.gov/\(h0ofgpznx13oyg55np40pv55\)/Default.aspx](https://www.servicesonline.opm.gov/(h0ofgpznx13oyg55np40pv55)/Default.aspx).

Print your monthly statement and submit the documentation showing the premium deduction amount.

**All Other Retirees**

Retirees, whose documentation is provided by their pension or health plan on a yearly basis and do not receive a monthly statement, may report less frequently. The month(s) in which the verification or documentation are due are provided on the notice to the participants at the time of application approval or renewal.

If you do not have an annual statement and do not have access to obtain one, please contact your HIPP Analyst at (800) 432-5924 (in Virginia only) / (804) 225-4236.